



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Supervising Administrative Analyst [Classified Competitive]			Salary &32 \$73,867.90 - \$107,117.76
Posting Number 151-15	Position Number 945653	Number of Positions 1	Posting Period * From: 10/21/15 To: 11/4/15
Location: Management and Administration/Office of Info & Technology Services 25 S. Stockton Street, 4th Floor, Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Develops and implements the Department Office Automation Budget to reflect the Department IT Strategic Plan and Infrastructure costs. This activity includes researching/evaluating/prioritizing the technology/equipment/services requested for purchase to determine cost/benefit ratio pursuant to IT operations and Department mission. Maintains budget comparisons and actual expenditures for current, prior and next budget year in tools such as Excel. Monitors established MOA's, MOU's and Service Level Agreements, establishing IT product or Information Sharing deliverables of immediate IT staff and enforces/negotiates contract costs and service time frames. Coordinates with Department centralized Budget and financial staff to market IT projects, identify funding source(s), monitor cost draw downs and ensure monthly expense budget debits and credits are processed timely and accurately. Develops and documents the work flow and process. As a facilitator conducts joint application development sessions with IT project managers, directors and CIO to develop the Department's annual IT Strategic Plan. This activity includes interviewing the various operational program leads (non-IT) on emerging business concerns and needs to evaluate/identify applicable IT tools and resources; conducting analytical surveys/studies pertinent to existing operations to determine improvement methodologies; identifying aged or inefficient IT practices/equipment, etc. Working with the Department of Health divisions and programs, identify and implement the oversight/governance and review process for non-centralized IT purchases including equipment, software, hardware, consulting services.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Five (5) years of experience in the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency, two (2) years of which shall have been in a supervisory capacity.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Economics, Finance, Accounting, or Business Administration may be substituted for one (1) year of indicated nonsupervisory experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment** to:

**Chevron Griffin, Executive Assistant 3
Management and Administration
Reference Posting #151-15
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

PSTMA@doh.state.nj.us

* Resumes received after the closing date MAY be considered if the position is not filled.

** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**